



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

Stao 5320.1B
3BC
07 AUG 1997

STATION ORDER 5320.1B

From: Commanding Officer
To: Distribution List

Subj: ASSIGNMENT OF CATEGORY "B" BILLETS


Encl: (1) CATEGORY "B" BILLET REQUIREMENTS

1. Purpose. To establish assignment procedures for authorized Category "B" billets aboard Marine Corps Air Station (MCAS) Yuma.
2. Cancellation. StaO 5320.1A.
3. Background. There are 24 billets identified in the Table of Organization (T/O) 8361 as billet designators ("B" billets). These billets are not directly staffed by HQMC because they do not require a specific PMOS. All assignments to Category "B" billets will be made from military personnel assigned to this command including Category I FAP.
4. Summary of Revision. This revision updates the Category "B" billet requirements due to publication of the new T/O 8361 for MCAS Yuma. This order is revised in its entirety.
5. Policy. Marines transferring FMCR, separating at End of Active Service, and those Marines holding a PMOS which is in excess of this commands Authorized Strength Report (ASR) will be screened primarily for assignment to a Category "B" billet.
6. Action
 - a. Station S-1 Officer. Notify the Department Head when personnel within their department are required to fill a Category "B" billet assignment. Whenever possible, afford the department an opportunity to submit a nominee. Ensure all Category "B" billet personnel are assigned by Station Order for the period indicated in the enclosure.
 - b. Commanding Officer, HQHORON. Provide the Station S-1 Officer, upon request, a roster of Marines who have submitted a request for transfer to the FMCR or being separated at EAS.
 - c. Department Heads. Ensure Marines nominated meet the criteria set forth in this Order.

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7. Information. Personnel being assigned to a Category "B" billet will not be in a disciplinary status, pending request/recommendation for an administrative discharge, or within 1 month after NJP. Marines will not be recommended for a Category "B" billet if they have received formal counseling for substandard performance of duty or misconduct. The grade requirement in the enclosure can be substituted either one higher or one lower than shown.



C. J. TURNER

DISTRIBUTION: A

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CATEGORY "B" BILLET REQUIREMENTS

<u>LNNO</u>	<u>BILLET DESCRIPTION</u>	<u>DEPT/BRANCH</u>	<u>MOS</u>	<u>GRADE</u>	<u>FOOTNOTES</u>
6	Driver	S-1/Adj	5811	LCpl	C
423	Admin Asst	S-1/FamSvcntr	9916	Sgt	A
1672	Range Chief	S-3/TRNG	8532	GySgt	A
1673	NCOIC Rifle Range	S-3/TRNG	8532	GySgt	A
1674	Marksmanship Inst	S-3/TRNG	8531	Sgt	A, F
1676	Marksmanship Inst	S-3/TRNG	8531	LCpl	A, F
1678	NCOIC Pistol Range	S-3/TRNG	8532	GySgt	A
2052A	A/C Worker	S-3/VAL	9916	Sgt	B
2052A	A/C Worker	S-3/VAL	9916	Sgt	B
2053A	A/C Worker	S-3/VAL	9916	Cpl	B
2060A	A/C Worker	S-3/VAL	9916	LCpl	B
2060A	A/C Worker	S-3/VAL	9916	LCpl	B
2061A	A/C Worker	S-3/VAL	9916	LCpl	B
2061A	A/C Worker	S-3/VAL	9916	LCpl	B
5142	Energy Conservation Monitor	Fac Mgmt	9916	SSgt	A
5562	S-4 Clerk	S-4	8911	Cpl	B
5565	TEQ/BEQ NCOIC	S-4	8911	SSgt	A
6046A	Environmental Protection Spec	ENVL	9916	SSgt	A
6085A	Recycling Asst Mngr	ENVL	9916	SSgt	A

ENCLOSURE (1)

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<u>LNNO</u>	<u>BILLET DESCRIPTION</u>	<u>DEPT/BRANCH</u>	<u>MOS</u>	<u>GRADE</u>	<u>FOOTNOTES</u>
9622	Training Chief	HQHQRON	8711	GySgt	A
9623	Training NCO	HQHQRON	8711	Sgt	B
9626	SACO	HQHQRON	9916	GySgt	A
9652	S-4 Chief	HQHQRON	9916	GySgt	A
9653	Police Sergeant	HQHQRON	9916	Sgt	B
9654	Barracks & Grounds Marine	HQHQRON	8911	LCpl	B

Total requirements: 24

FOOTNOTES

A Due to training involved 12 month assignment

B Due to training involved 9 month assignment

C Filled by PMO

D Assigned May - Oct

E Minimum class II swimmer

F Valid driver's license

ENCLOSURE (1)